

MONROE COUNTY

JOB DESCRIPTION

Position Title: ASST SPECIALIST, TRUSTEE PRGRM

Date: 01/6/99

Position Level: 5

FLSA Status: Nonexempt

Class Code: J-J

GENERAL DESCRIPTION

Primary function is to supervise the trustees from the Monroe County jail in performing manual labor duties while ensuring the safety of the public and the trustees.

KEY RESPONSIBILITIES

1. *Transport inmate/trustees to work sites.
2. * Supervise trustees performing labor duties.
3. *Complete paperwork on a daily basis.
4. * Assists in performing manual labor with inmates.
5. * Instruct inmates on proper handling and use of equipment and machinery.
6. * Keep inmates in sight and sound at all times.
7. Check and maintain tools and equipment periodically in order to ensure proper operation and safety.
8. Coordinates jobs with the trustees.
9. *Comply with the Guidelines for the use of Jail Trustees.
10. *Attends training as deemed necessary in dealing with inmates and protocol.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: ASST SPECIALIST, TRUSTEE PRGRM

Class Code: 5-2

Position Level: 5

KEY JOB REQUIREMENTS

<i>Education:</i>	H.S. Diploma or GED required.
<i>Experience:</i>	2 to 3 years.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures.
<i>Communication with Others:</i>	Requires regular contact within the department and periodic contacts with other departments, outside agencies and the general public, supplying or seeking information.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Requires Commercial Drivers License Class "B". THIS POSITION IS DESIGNATED AS A SAFETY SENSITIVE POSITION. AN EMPLOYEE IN THIS POSITION IS SUBJECT TO THE MANDATORY DEPARTMENT OF TRANSPORTATION DRUG TESTING PROGRAM WHICH INVOLVES RANDOM DRUG TESTING.

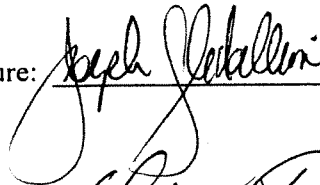
APPROVALS

Department Head:

Name:

JOE MEDALLION

Signature:



Date:

2/9/99

Division Director:

Name:

Dent Pierce

Signature:



Date:

2/11/99

County Administrator:

Name:

James L. Roberts

Signature:



Date:

2/12/99

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____

Signature: _____

Date: _____